



City of Carmel / Clay Township Cell Tower / Co-Locate / Satellite Dish

PERMIT & SUBMITTAL REQUIREMENTS

TYPES OF PROJECTS:

1. CONSTRUCTING A NEW TOWER AND SITE
2. CONSTRUCTING A NEW PAD/EQUIPMENT CABINET OUTSIDE A PREVIOUSLY EXISTING SITE AREA (and also possibly co-locating a new antenna)
3. INSTALLING A NEW SATELLITE DISH

1. Submit for and obtain approvals from the following city, township, and/or county agencies:

City of Carmel Technical Advisory Committee (TAC)	Angie Conn	(317) 571-2281	aconn@carmel.in.gov
City of Carmel Plan Commission	Lisa Motz	(317) 571-2417	lmotz@carmel.in.gov
City of Carmel Board of Zoning Appeals (BZA)	Maggie Crediford	(317) 571-2419	mcrediford@carmel.in.gov
City of Carmel Communications Department	Todd Luckoski	(317) 571-2586	tluckoski@carmel.in.gov
City of Carmel Information Systems	Terry Crockett	(317) 571-2567	tcrockett@carmel.in.gov
City of Carmel Utilities	John Duffy	(317) 571-2443	jduffy@carmel.in.gov
City of Carmel Engineering Department	Alex Jordan	(317) 571-2441	ajordan@carmel.in.gov
	John Thomas	(317) 571-2441	jthomas@carmel.in.gov
City of Carmel Building & Code Services	Pam Lux	(317) 571-2288	plux@carmel.in.gov
Hamilton County Highway Department	David Lucas	(317) 773-7770	david.lucas@hamiltoncounty.in.gov
Hamilton County Surveyor's Office	Greg Hoyes	(317) 776-8495	greg.hoyes@hamiltoncounty.in.gov

2. **Submit for and obtain a Construction Design Release (CDR)** from the State of Indiana Department of Homeland Security, Division of Fire & Building Safety. **If the project does not require a CDR, we will need a statement in writing from either Carolyn Kemp (ckemp@dhs.in.gov) or Dave Moses (dmoses@dhs.in.gov) with the IDHS.**

Exemptions are covered under the General Administrative Rule (GAR) 675 IAC 12-6-4. If the project does not require a CDR, under Carmel City Code, Chapter 7, it may still require a permit from the Department of Community Services, Division Building & Code Services (BCS). Please contact the State of Indiana Department of Homeland Security, Division of Fire & Building Safety, Plan Review with any questions: (317) 232-6422.

SUBMITTAL REQUIREMENTS:

1. **Completed Improvement Location Permit (ILP) application.**
2. **Address:** An official address for the site must be obtained (if it has not already been assigned) from the Carmel Building and Code Services Department. Contact Pam Lux at (317) 571-2288 or plux@carmel.in.gov.
3. **Confirmation of approval from the Planning & Zoning office of the City of Carmel:** This could be a Letter of Grant, a letter, or an email from one of our Planning Administrators, noting the Department's approval. If possible, please also supply the Board of Zoning Appeals and/or Plan Commission docket number(s) for the tower approval. (*Applications for co-locates would contain the original tower docket number(s).*)
4. **Plot / Site plan:**
 - a. An application for a permit to erect a tower must include two copies of the plot/site plan showing the proposed location of the tower and any buffer and/or landscaping commitments agreed to during the special use or special exception approvals. This plan must also show the locations of all structures on the subject parcel but also the locations of all structures on adjacent parcels.

- b. For the co-locate of an antenna and/or placement of new pad and/or cabinet on a previously existing site, the plot/site plan should show the proposed location of the new pad and/or cabinet on the existing site, as well as the other structures existing on the site. Additionally, adjacent property area should be shown, to help determine the location of the site.

5. Plans:

- a. At least one set of the plans submitted, if possible, should be on paper no larger than 11 inches by 17 inches. ALSO, you will need to submit an electronic PDF copy of plans to nmishler@carmel.in.gov in addition to paper copies, or provide a disc copy of the electronic PDF plans. If you have issues regarding paper size and/or the electronic submittal please contact either the Building Commissioner or Deputy Building Commissioner through (317) 571-2444.
- b. An application for a permit to erect a tower must include three (3) copies of a stamped report from a qualified professional engineer that includes the following:
- A description of the tower height and design, including a cross section and elevation,
 - Information documenting the height above grade for all potential mounting positions for collocation of equipment and the minimum recommended separation distances between wireless telecommunications service antennas,
 - Documentation describing the tower's capacity, including the number and types of antennas that it can accommodate,
 - Documentation that the applicant will operate the tower and any attached antennas in compliance with applicable federal and state law, including a copy of any applicable State Commercial Design Release,
 - Documentation that the applicant has, before filing the application, investigated the possibility of collocation with the owners of all other towers in the vicinity, and
 - Include any other information that may be reasonably requested by the Director or his representative, as necessary to evaluate the application.
- c. An application for a permit to co-locate a new antenna and/or new equipment pad and/or cabinet, or a satellite dish(es) on an existing site must include two (2) copies of a stamped report from a qualified professional engineer that includes:
- A description of: The tower height and design—including a cross section and elevation, the height above grade for all potential mounting positions for collocation of equipment and the minimum recommended separation distances between wireless telecommunications service antennas, the tower's capacity—including the number and types of antennas that it can accommodate,
 - A description of the antenna and or cabinet equipment and specifications, and
 - Include any other information that may be reasonably requested by the Director or his representative, as necessary to evaluate the application.

IF YOU ARE CO-LOCATING A NEW ANTENNA AND/OR ADDITIONAL PAD AND/OR CABINET, OR SATELLITE DISH WITHIN AN EXISTING, APPROVED SITE:

FIRST: Contact the Planning & Zoning office (317) 571-2417, to verify approval of the tower and/or additional co-locates, pads, and/or cabinets. Provide them with any information requested.

SECOND: Submit the appropriate paperwork as noted on page 2, and a confirmation of approval from the Planning & Zoning office for your project, to the Building & Code Services office at the City of Carmel. One Civic Square; Carmel, IN 46032.

IF YOU ARE PERFORMING REPAIR OR REPLACEMENT OF EXISTING EQUIPMENT:

A building permit will not be required for work to strictly repair or switch out existing equipment with exact replacement components.